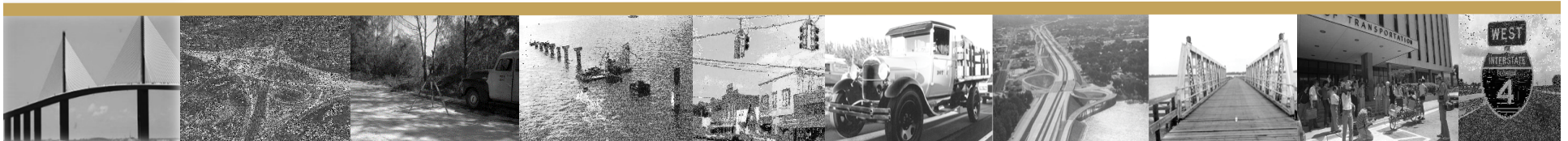




Local Agency Program

Performance Measures, Project Scheduling, and Efficient
Project Delivery



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Overview

- How are performance and project schedules related?
- How does project scheduling contribute to more efficient project delivery?



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Performance Measures

- How are performance and project schedules related?
- LAP performance is measured and reported to:
 - Executive Team- Secretary Boxold, Assistant Secretary's and District Secretary's
 - Florida Transportation Commission (FTC)
 - **Office of the Governor**



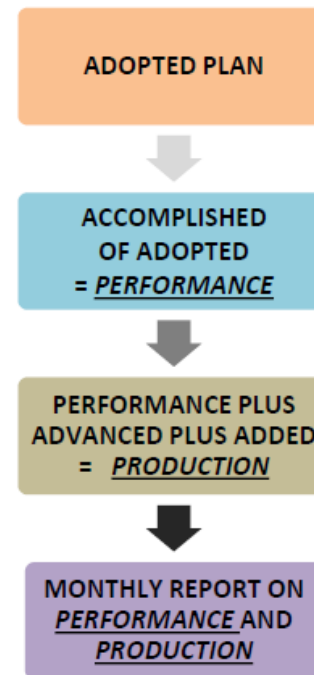
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How is Performance Measured?

HOW PERFORMANCE IS MEASURED

- **ADOPTED PROGRAM:** *The baseline for measuring the Department's performance is the Adopted Work Program as appropriated by the Legislature. Each program measured begins the fiscal year with a lockdown plan for the year's expenditures. The lockdown plan was closed for FY15 on July 25, 2014.*
- **PERFORMANCE:** *The actual work accomplished of the Adopted Plan is reported monthly (cumulative) and is considered the measured Performance.*
- **PRODUCTION:** *Any work advanced within the current fiscal year or added from outer years that is accomplished in addition to the expected Performance is considered the Production or total work actually done.*
- **TARGETS:** *Most measures have targets. These targets define acceptable performance. Performance below target data indicates attention is needed. How close the performance, if below the target, is indicated by the following:*

>10% BELOW	5%-10% BELOW	0%-5% BELOW	TARGET
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LAP Performance Measures

<u>LAP CONSULTANT ACQUISITION BY \$M</u>		D1	D2	D3	D4	D5	D6	D7	SW
	JULY 1 ADOPTED PLAN	1.69	N/A	1.31	1.38	8.45	0.47	1.13	14.43
	YTD PLAN	1.44	N/A	1.04	1.38	2.91	0.20	0.67	7.64
	YTD PERFORMANCE	1.49	N/A	1.13	1.29	3.88	0.30	0.27	8.36
	% OF PLAN YTD	104%	N/A	109%	94%	133%	150%	40%	109%
	YTD PRODUCTION	1.49	0.65	1.77	1.29	4.00	0.40	0.39	9.99
<u>LAP CONSULTANT ACQUISITION BY #</u>	JULY 1 ADOPTED PLAN	5	N/A	11	14	19	6	5	60
	YTD PLAN	2	N/A	9	14	13	3	4	45
	YTD PERFORMANCE	2	N/A	10	13	12	4	4	45
	% OF PLAN YTD	100%	N/A	111%	93%	92%	133%	100%	100%
	YTD PRODUCTION	2	3	12	13	13	5	5	53
<u>LAP CONTRACT LETTINGS BY \$M</u>		D1	D2	D3	D4	D5	D6	D7	SW
	JULY 1 ADOPTED PLAN	7.10	0.40	8.04	14.86	69.86	19.87	7.35	127.48
	YTD PLAN	4.62	0.40	7.03	14.86	24.69	18.77	6.28	76.65
	YTD PERFORMANCE	4.84	0.40	7.43	13.84	29.10	19.87	6.73	82.21
	% OF PLAN YTD	105%	100%	106%	93%	118%	106%	107%	107%
	YTD PRODUCTION	4.84	0.40	7.43	13.84	33.10	20.27	6.73	86.61
<u>LAP CONTRACT LETTINGS BY #</u>	JULY 1 ADOPTED PLAN	12	1	12	24	19	8	13	89
	YTD PLAN	8	1	10	24	16	7	11	77
	YTD PERFORMANCE	8	1	10	21	16	8	11	75
	% OF PLAN YTD	100%	100%	100%	88%	100%	114%	100%	97%
	YTD PRODUCTION	8	1	10	21	22	9	11	87



Where is the LAP Schedule?

EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by [REDACTED]
- b) Design to be completed by [REDACTED]
- c) Right-of-Way requirements identified and provided to the Department by [REDACTED]
- d) Right-of-Way to be certified by [REDACTED]
- e) Construction contract to be let by [REDACTED]
- f) Construction to be completed by [REDACTED]

If this schedule cannot be met, the Agency will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of federal funding.

- Exhibit A of the LAP Agreement contains the agreed upon schedule between the agency and the Department.



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LAP Project Schedule Template

Activity ID	Activity Name	Original Duration
XX25001	PE Begin (Phase 31 - In-House)	1
XX45201	PE Execution (Other Agency/CAP LAP/NTP)	0
XX60501	Local Agency Advertise: RFQ Consultants	21
XX61401	Local Agency Award Design to Consultant	50
XX11301	Prepare Phase II (60%) Plans	60
XX23501	Submit PH II (60%) Plans	0
XX30201	PH II (60%) Plans Review	30
XX11302	Prepare Phase IV (100%) Plans	60
XX23502	Submit PH IV (100%) Plans /Certification Letters	0
XX31001	Review PH IV (100%) Plans / Certification Letters	30
XX11303	Prepare Final Plans	60
XX23503	Submit Final Plans/Bid Doc/Checklist/ROW Certification Form	0
XX72601	Review of Final Plans/Bid Doc/Checklist	45
XX25501	Right Of Way Certified	15
XX22301	FINAL PLANS / BID DOC / ROW Cert APPROVED	0
XX22303	Funds Encumbered/Federal Authorization	2
XX45401	Construction (Other Agency)/LAP Letting Plan Date	0
XX45501	CEI Other Agency	0
XX23401	Notice To Proceed (Construction Advertisement)	1
XX18101	Advertisement Period	21
XX28901	Letting (Bid Opening) Date	0
XX22304	Submit Bid Tabs/Analysis/Draft Constr.Contract to FDOT	10
XX22305	FDOT Review & Concurrence to Award/Draft Constr. Contract	10
XX46501	Award Date	0
XX23402	Local Agency NTP to Contractor	0
XX46601	Construction Duration	200
XX77901	Executed Construction Contract to FDOT	0
XX46701	Final Inspection	0



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Federal Period of Performance

2 CFR 200 Implementation Guidance



U.S. Department of
Transportation
**Federal Highway
Administration**

Memorandum

Subject: **Action:** 2 CFR 200 Implementation Guidance

Date: December 4, 2014

From: Elissa K. Konove [Signed]
Chief Financial Officer

In Reply Refer HCFB-31
To: (HCF-2014-015)

To: Associate Administrators
Chief Counsel
Director, Innovative Program Delivery
Director, Technical Services
Directors of Field Services
Division Administrators
Division Directors

The Office of Management and Budget (OMB) has published [2 CFR Part 200](#) (referred to as the "Supercircular") to streamline the Government-wide guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. The Supercircular consolidates and eliminates the duplicative guidance found in 8 OMB circulars which includes A-50, Audit Follow-Up, A-87, Cost Principles for State, Local, and Indian Tribal Governments; A-102, Grants and Cooperative Agreements with States and Local Governments; and A-133, Audits of States, Local Governments, and Non-Profit Organizations. The new Supercircular expands requirements in several areas.

- **Period of performance** (2 CFR 200.309) – This is a significant change to the Federal-aid highway program because it will impose a period when project costs can be incurred, which includes a project agreement start and end date. Current Federal-aid regulations stipulate that costs can only be incurred after the authorization date of a project unless otherwise authorized under 23 CFR 1.9(b). The new provision will require an end date to be included in the agreement after which no additional costs may be incurred and are not eligible for reimbursement.



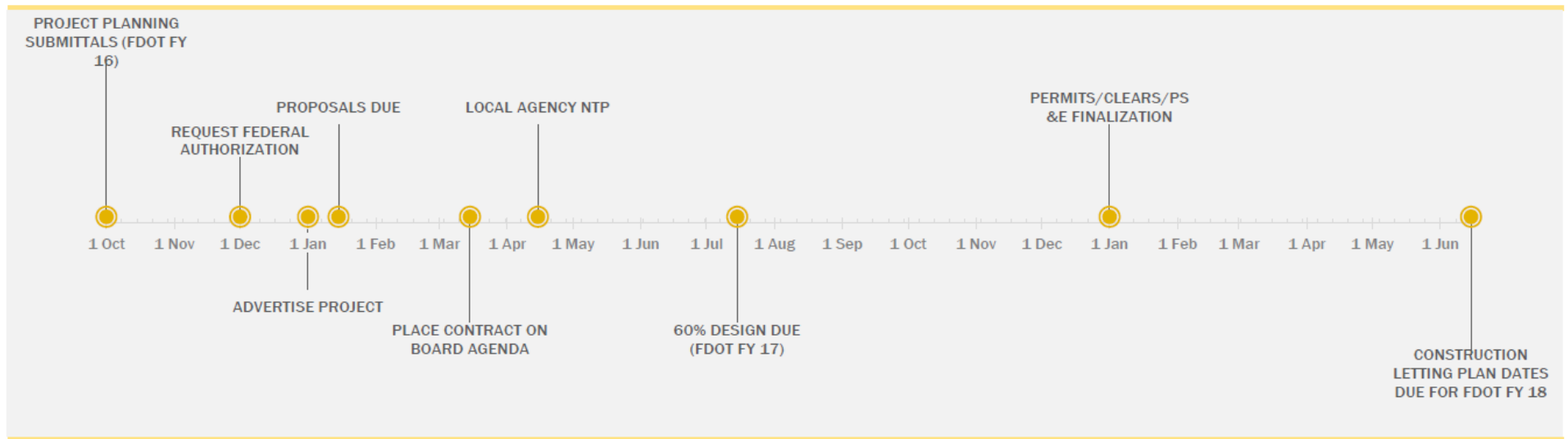
Key Activities to Consider

- FDOT's fiscal year is July 1st to June 30th
- Federal fiscal year is October 1st to September 30th
- Most agencies' fiscal years do not begin until October 1st
 - Do not schedule your project in the Department's first quarter if project funds don't appear in the agency CIP until Oct. 1!



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Sample Design Schedule



★ Variation between districts may occur

- For example, local agencies with lengthy professional services procurement periods may be asked to proceed up to contract award prior to authorization in order to avoid financial inactivity.



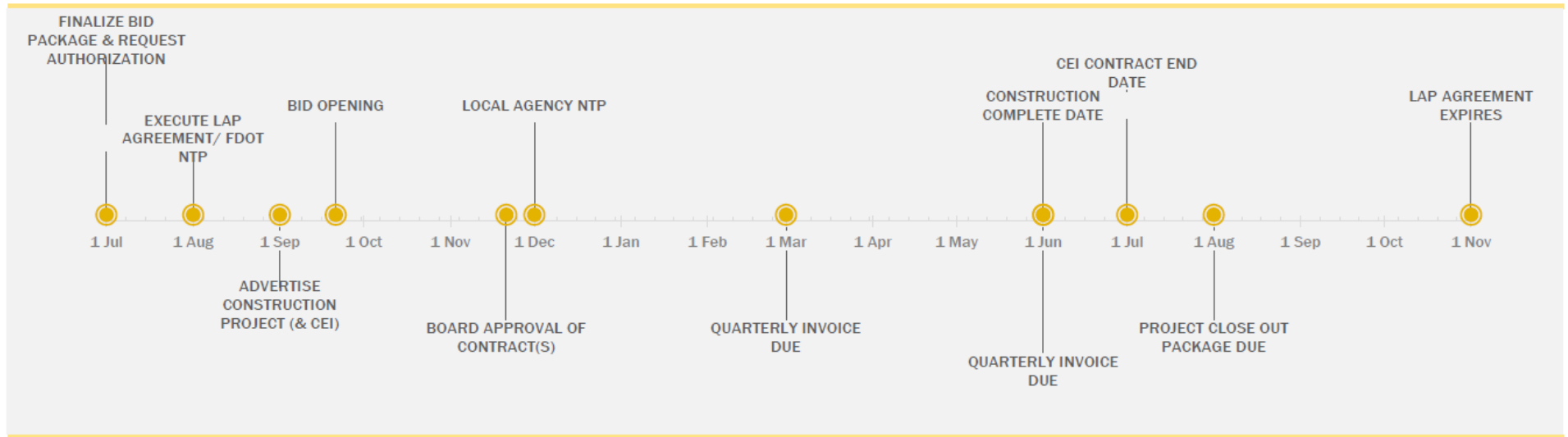
Key Activities- Design Phase

- Professional Services RFP/Contract reviews
- Plan Phase Submittals/ERC
- Cost Estimates/LRE
- Federal authorization activities
 - Clear Letters- includes permits, utilities, railroad
 - Right of way certification
 - NEPA certification
 - Construction Checklist & PS&E Package



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Sample Construction Schedule



★ Variation between districts and/or local agencies may occur



Key Activities- Construction Phase

- Bid tabulation review and award concurrence
- Project Inspections/Progress Meetings
- Change Order Reviews/Time Extensions
- Contract Compliance tracking (payrolls, etc.)
- Substantial Completion
- Final Completion
- Contract close out



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Questions?

LAP Website

<http://www.dot.state.fl.us/programmanagement/LAP/Default.shtm>

FHWA's Federal-aid Essentials for Local Public Agencies

<http://www.fhwa.dot.gov/federal-aidessentials/>

